

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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PHILIP L. BROWNING
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Chief Deputy



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July 19, 2011

TO: Each Supervisor

A handwritten signature in black ink, appearing to be 'P. Browning', written over the 'TO:' line.

FROM: Philip L. Browning, Director

**SUBJECT: SHELTER SERVICES FOR HOMELESS GENERAL RELIEF
APPLICANTS/PARTICIPANTS - NOTIFICATION OF INTENT TO
NEGOTIATE SOLE SOURCE CONTRACTS**

In accordance with your Board Policy 5.100 on sole source contracts of \$250,000 or greater, I am informing you of four sole source contracts we intend to negotiate.

We plan to negotiate four contracts with three current contractors and one new contractor for the provision of emergency Shelter Services for Homeless General Relief (SSHGR) applicants/participants. The three current contractors are the Los Angeles Family Housing Corporation (LAFHC), Single Room Occupancy (SRO) Housing Corporation, Weingart Center Association (WCA) and the new contractor is Human Potential Consultants (HPC). The State regulations requiring competitive bidding do not apply because the contracts are funded with 100 percent net County costs (NCC). We will be exercising our fiscal responsibility in these negotiations by ensuring the cost for services will not exceed the contract rate. The contracts will expire on August 31, 2011.

On March 30, 2011, a Request for Information (RFI) was released to survey the Los Angeles County community to determine if there were additional vendors qualified to provide emergency SSHGR applicants/participants. Three agencies submitted Statements of Interest in response to the RFI. Of the three responses, one agency reported that they do not meet the minimum requirements, and a second agency disbanded their operation due to funding issues shortly after the release of the RFI. The third agency, HPC, is a viable vendor to provide emergency shelter services.

The contract term for the new contracts will be effective September 1, 2011 through August 31, 2014 with the County option to extend for two additional one-year periods. The estimated aggregate Maximum Contract Amount for these contracts is \$4,204,800, of which the contract with LAFHC is \$525,600, SRO is \$1,314,000, WCA is \$1,314,000, and HPC is \$1,051,200. The aggregate annual Maximum Contract Amount is \$1,401,600 of which the contract with LAFHC is \$175,200, SRO is \$438,000, WCA is \$438,000 and HPC is \$350,400. The contract costs will be fully funded by NCC. Funding is included in the Department's Fiscal Year 2011-12 Adopted Budget and will be included for subsequent fiscal years in the Department's budget requests. Any unspent money from the current fiscal year will not be rolled over to the following fiscal year. The contract agreement will only be enforceable if sufficient funds are made available by the County budget applicable to each fiscal year.

Unless otherwise instructed by your Board, we will proceed to negotiate the sole source contracts.

PLB:srg

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Deputy Chief Executive Officer